

2024

SISTEM PENGURUSAN ASET : PENDAFTARAN ASET (PESANAN BELIAN)



PEJABAT BURSAR,
UNIVERSITI PUTRA MALAYSIA

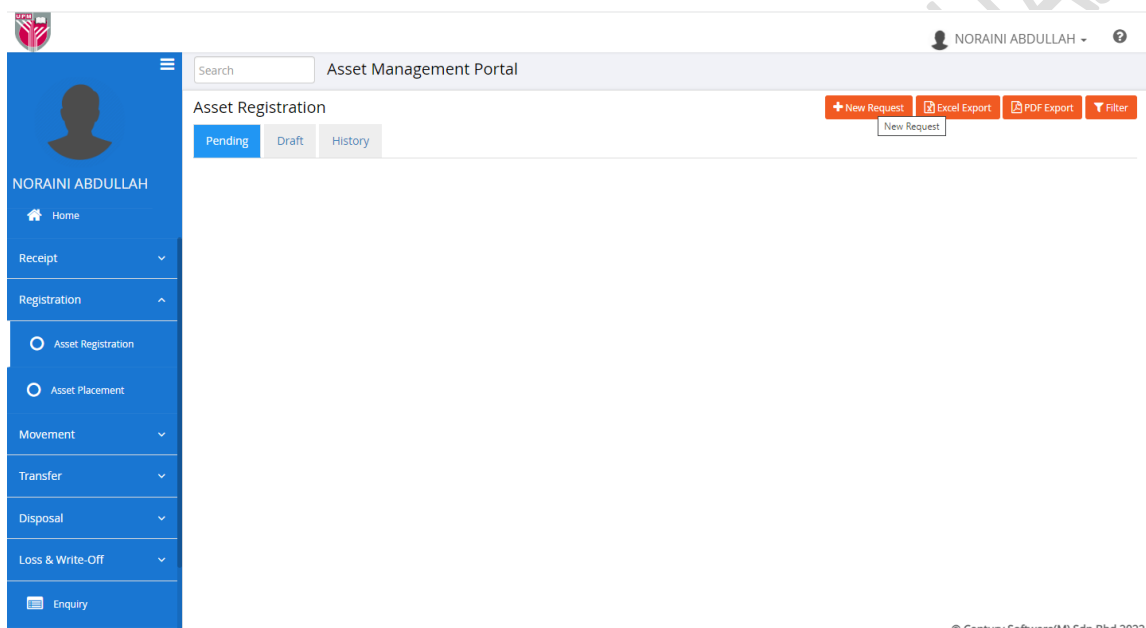
PENYEDIAAN ASSET REGISTRATION OLEH PUSAT TANGGUNGJAWAB

- DILAKSANAKAN SELEPAS PROSES ASSET RECEIPT OLEH PEGAWAI ASSET
- DISEDIAKAN DALAM 2 KEADAAN IAITU:
 - A) RECEIPT IAITU ASSET BERPELANAN BELIAN YANG PERLU MELALUI PROSES ASSET RECEIPT ATAU
 - B) MANUAL IAITU ASSET YANG DIPEROLEH TANPA PESANAN BELIAN

A) RECEIPT

Ai) LOGIN KE SISTEM PENGURUSAN ASSET SEBAGAI PEGAWAI ASSET

- 1) TEKAN MENU REGISTRATION > ASSET REGISTRATION > + NEW REQUEST



- 2) PILIH BRANCH YANG BERKAITAN DENGAN ASSET YANG AKAN DIDAFTRAKAN

KOD BRANCH	MAKSUD PERUNTUKAN	KOD BRANCH	MAKSUD PERUNTUKAN
S01	MENGURUS	S05	AMANAHA (61XXX, 62XXX)
S02	KOLEJ KEDIAMAN	S06	AMANAHA (68XXX)
S03	PENYELIDIKAN (5XXXX,9XXXX,63XXX,67XXX)	S08	AMANAHA (64XXX, 65XXX, 66XXX)
S04	PEMBANGUNAN (7XXXX)	S10	AMANAHA PELAJAR

Asset Registration

NORAINI ABDULLAH

Asset Registration

Asset Register | Workflow Details

Asset Register

Status: NEW

Branch * Reference Number Type * Date Receipt Number

Receipt Quantity * Non-Registered Asset * Number Assets Register *

Asset Information | Vendor Information

Asset Information

Asset Details							
Branch	Asset Description	Department	Asset Category	Asset Class	Acquisition Cost	Placement Office rName	Action
Please click on (+) button to add a new record.							
Total 0 records.							

3) PADA RUANGAN TYPE, PILIH RECEIPT

Asset Registration

NORAINI ABDULLAH

Asset Registration

Asset Register | Workflow Details

Asset Register

Status: NEW

Branch * Reference Number Type * Date Receipt Number

Receipt Quantity * Non-Registered Asset * Number Assets Register *

Asset Information | Vendor Information

Asset Information

Asset Details							
Branch	Asset Description	Department	Asset Category	Asset Class	Acquisition Cost	Placement Office rName	Action
Please click on (+) button to add a new record.							
Total 0 records.							

4) PILIH RECEIPT NUMBER YANG AKAN DIBUAT PENDAFTARAN

Asset Registration

Asset Register | Workflow Details

Asset Register

Status: NEW

Branch * S01-00000-S01-00000 | Reference Number Auto Number | Type * Receipt | Date 12/Dec/2023 | Receipt Number AR000109-S0000023-P00

Receipt Quantity 3.00 | Non-Registered Asset 3.00 | Number Assets Register * 3.00 | Receipt

Asset Information | Vendor Information

Asset Information

Branch	Asset Description	Department	Asset Category	Asset Class	Acquisition Cost	Placement Office rName	Action
Total 3 records.							

- 5) RECEIPT QUANTITY DAN TAB ASSET INFORMATION ADALAH AUTOMATIK BERDASARKAN BILANGAN YANG DIDAFTARKAN DI DALAM MENU ASSET RECEIPT. MASUKKAN BILANGAN ASET YANG AKAN DIDAFTARKAN PADA RUANGAN NUMBER ASSETS REGISTER.

Asset Registration

Asset Register | Workflow Details

Asset Register







Status: NEW

Branch * S01-00000-S01-00000 | Reference Number Auto Number | Type * Receipt | Date 12/Dec/2023 | Receipt Number AR000109-S0000023-P00


Receipt Quantity 3.00 | Non-Registered Asset 3.00 | Number Assets Register * 3.00 | Receipt


Asset Information | Vendor Information

Asset Information

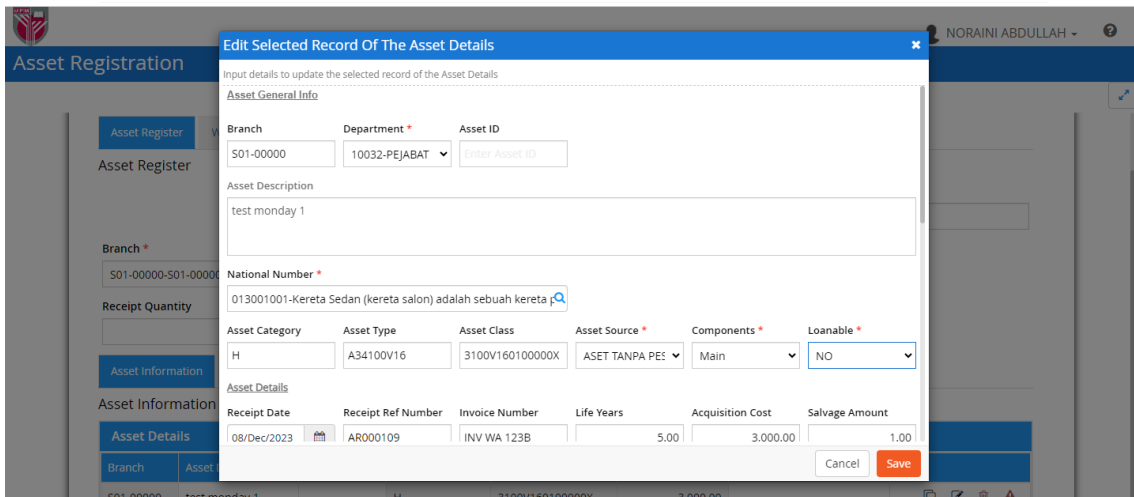
Branch	Asset Description	Department	Asset Category	Asset Class	Acquisition Cost	Placement Office rName	Action
S01-00000	test monday 1		H	3100V160100000X	3,000.00		  
S01-00000	test monday 2		H	3100V160100000X	1,000.00		  
Total 3 records.							

Register Officer

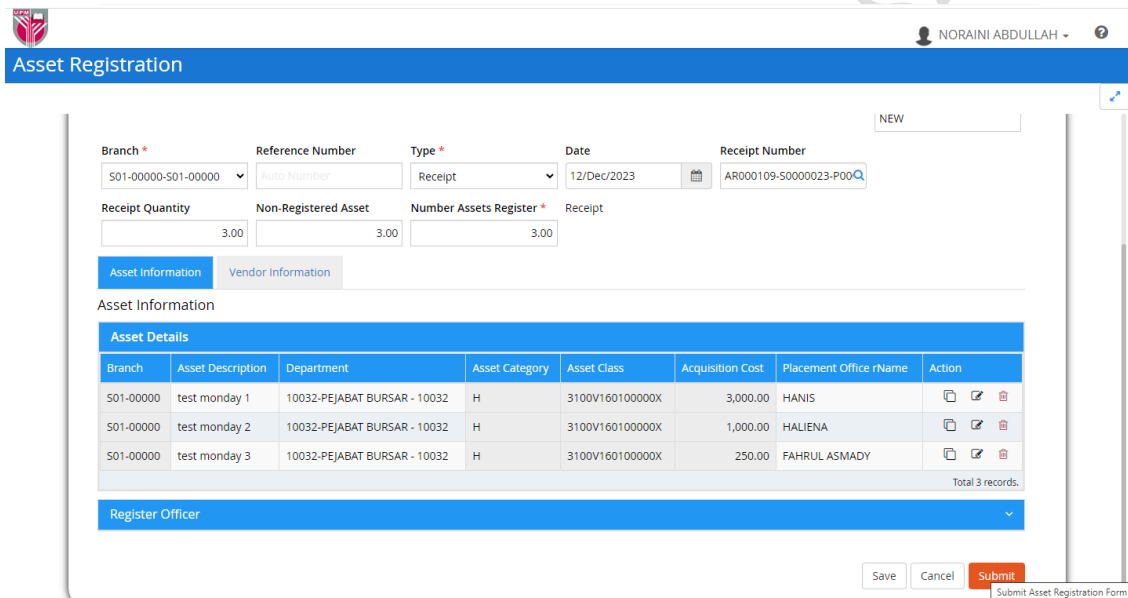
- 6) TEKAN GAMBAR  UNTUK MENGEMASKINI MAKLUMAT ASET YANG AKAN DIDAFTARKAN DAN PAPARAN INI AKAN DIKELUARKAN. MASUKKAN/PILIH MAKLUMAT BERIKUT:

PAPARAN	KETERANGAN
NATIONAL NUMBER	CARIAN BERDASARKAN KATA KUNCI NAMA ASET (CONTOH: KERUSI DAN SCROL UNTUK MENDAPATKAN MAKLUMAT SEBENAR)
COMPONENT	PILIHAN SAMADA KOMPONEN UTAMA ATAU SEBAHAGIAN KOMPONEN
LOANABLE	JIKA MEMILIH YES, ASET INI AKAN DIMASUKKAN KE DALAM SENARAI ASET YANG BOLEH DIPINJAM
MAKLUMAT LAIN	MAKLUMAT LAIN YANG BERKAITAN
GAMBAR ASET	DI RUANGAN 
PLACEMENT DETAIL	MEMILIH PENGGUNA SEBENAR DI KALANGAN STAF PTJ

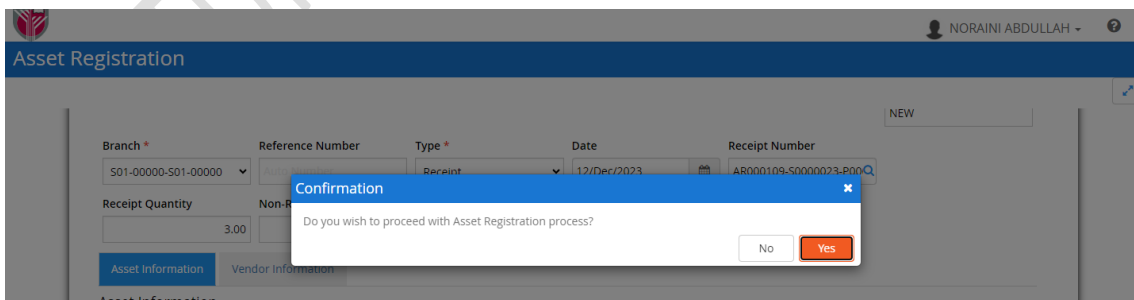
TEKAN BUTANG SAVE



7) LAKSANAKAN LANGKAH YANG SAMA UNTUK ASET LAIN. SELEPAS SELESAI, TEKAN BUTANG SUBMIT



8) TEKAN YES



9) DI TAB HISTORY, STATUS AKAN BERTUKAR KEPADA SUBMITTED



NORAINI ABDULLAH

- Home
- Receipt
- Registration
- Movement
- Transfer
- Disposal
- Loss & Write-Off
- Enquiry
- Reports
- Administrator

[+ New Request](#) [Excel Export](#) [PDF Export](#) [Filter](#)

Pending Draft **History**

Showing 1 to 5 of 5 entries Search:

Batch ID	Type	Submitted By	Submitted Date	Status
REG000010	Manual	NORAINI ABDULLAH	01/08/2023	Approved
REG000065	Manual	NORAINI ABDULLAH	12/12/2023	Reject Review
REG000072	Manual	NORAINI ABDULLAH	12/12/2023	APPROVED
REG000077	Manual	NORAINI ABDULLAH	12/12/2023	APPROVED
REG000079	Receipt	NORAINI ABDULLAH	12/12/2023	SUBMITTED

First Previous **1** Next Last

UNTUK KEGUNAAN UPM S...

Aii) LOGIN KE SISTEM PENGURUSAN ASET SEBAGAI PENGESAH


- 1) SENARAI TUGAS AKAN DIPAPARKAN PADA DASHBOARD (MY PENDING TASK). KLIK PADA DOKUMEN SPA ASSET REGISTRATION YANG BERKAITAN

The screenshot shows the 'Asset Management Portal' dashboard. On the left is a navigation menu with 'My Tasks' selected. The main area is titled 'My Pending Tasks' and shows a notification for '1 Assigned to me today'. Below this is a table of pending tasks:

Subject	Requested By	Assigned On
SPA Asset Registration Task Notification - REG000080	JUNALDAH MD ISA	18/Dec/2023 11:45 AM

- 2) TEKAN GAMBAR  UNTUK MENYEMAK MAKLUMAT

The screenshot shows the 'Asset Registration' form. The 'Asset Register' tab is active. The form includes fields for Branch, Reference Number, Type, Date, and Receipt Number. Below these are fields for Receipt Quantity, Non-Registered Asset, and Number Assets Register. The 'Asset Information' tab is also visible, showing a table of asset details:

Branch	Asset Description	Department	Asset Category	Asset Class	Acquisition Cost	Placement Officer Name	Action
S01-14001	KOMPUTER PERIBADI BRAND ASUS	14001-FAKULTI PERUBATAN DAN SAINS KESIHATAN	H	35200110310801X	5,000.00	ABD RAZAK	

At the bottom right, there are buttons for 'Cancel', 'Reject', and 'Approve'.

- 3) SEMAK MAKLUMAT YANG TELAH DIISI OLEH PEGAWAI ASET. TEKAN BUTANG SAVE

Edit Selected Record Of The Asset Details

Input details to update the selected record of the Asset Details

Asset General Info

Branch: S01-14001
Department: 14001-FAKULTI
Asset ID: Enter Asset ID

National Number: 001001001-Tower Server Merupakan sebuah komputer yang d

Asset Description

KOMPUTER PERIBADI BRAND ASUS

Asset Category: Select
Asset Type: Select
Asset Class: Search Asset Clas
Asset Source: PO-Aset Melalui
Components: Main
Loanable: NO

Asset Details

Receipt Date: 18/Dec/2023
Receipt Ref Number: AR000117
Invoice Number: INV TEST 1
Life Years: 5.00
Acquisition Cost: 5,000.00
Salvage Amount: 1.00

Cancel Save

4) PAPARAN AKAN KEMBALI KE SKRIN UTAMA. TEKAN APPROVE

Inbox

SPA Asset Registration Task Notification - REG000080 Requested by JUNAMDAH MD ISA on 18/Dec/2023 11:43 AM

Asset Registration

Asset Register

Branch: S01-14001-501-14001
Reference Number: REG000080
Type: Receipt
Date: 18/Dec/2023
ReceiptNumber: AR000117-51-400123-P00002-KOMPU

Receipt Quantity: 1.00
Non-Registered Asset: 1.00
Number Assets Register: 1.00

Asset Information

Branch	Asset Description	Department	Asset Category	Asset Class	Acquisition Cost	Placement Officer Name	Action
S01-14001	KOMPUTER PERIBADI BRAND ASUS	14001-FAKULTI PERUBATAN DAN SAINS KESIHATAN	H	35200110310801X	5,000.00	ABD RAZAK	<input checked="" type="checkbox"/>

Register Officer:
Approval Officer:
Cancel Reject Approve

5) TEKAN YES

Confirmation

Do you wish to proceed with Asset Registration process?

No Yes

Aiii) LOGIN KE SISTEM PENGURUSAN ASET SEBAGAI PELULUS

- 1) SENARAI TUGAS AKAN DIPAPARKAN PADA DASHBOARD (MY PENDING TASK). KLIK PADA DOKUMEN SPA ASSET REGISTRATION YANG BERKAITAN


The screenshot shows the 'Asset Management Portal' dashboard. On the left, there is a navigation menu with 'My Tasks' and 'Dashboard' tabs. The 'My Tasks' section is active, displaying a 'NOTIFICATIONS' card with a large '1' and the text 'Assigned to me today'. To the right, the 'My Pending Tasks' section shows a table with the following data:

Subject	Requested By	Assigned On
SPA Asset Registration Task Notification - REG000080	JUNAIDAH MD ISA	18/Dec/2023 11:54 AM

- 2) TEKAN GAMBAR  UNTUK MENYEMAK MAKLUMAT

The screenshot shows the 'Asset Registration' task details page. The page title is 'SPA Asset Registration Task Notification - REG000080' with a sub-header 'Requested by JUNAIDAH MD ISA on 18/Dec/2023 11:54 AM'. The page is divided into several sections:

- Asset Register:** Includes fields for Branch (Select), Reference Number (REG000080), Type (Receipt), Date (18/Dec/2023), and ReceiptNumber (Search ReceiptNumber). It also shows 'Receipt Quantity' (1.00) and 'Number Assets Register' (1.00).
- Asset Information:** Includes a table for 'Asset Details' with the following data:

Branch	Asset Description	Department	Asset Category	Asset Class	Acquisition Cost	Placement Officer Name	Action
S01-14001	KOMPUTER PERIBADI BRAND ASUS	14001-FAKULTI PERUBATAN DAN SAINS KESIHATAN	H	35200110310801X	5,000.00	ABD RAZAK	

Below the table, there are dropdown menus for 'Register Officer' and 'Approval Officer'. At the bottom right, there are buttons for 'Cancel', 'Reject', and 'Approve'.

- 3) SEMAK MAKLUMAT YANG TELAH DIISI OLEH PEGAWAI ASET. TEKAN BUTANG SAVE

Edit Selected Record Of The Asset Details

Input details to update the selected record of the Asset Details

Asset General Info

Branch: S01-14001 | Department: 14001-FAKULTI | Asset ID: Enter Asset ID

National Number: 001001001-Tower Server Merupakan sebuah komputer yang d

Asset Description: KOMPUTER PERIBADI BRAND ASUS

Asset Category: Select | Asset Type: Select | Asset Class: Search Asset Clas | Asset Source: PO-Aset Melalui | Components: Main | Loanable: NO

Asset Details

Receipt Date: 18/Dec/2023 | Receipt Ref Number: AR000117 | Invoice Number: INV TEST 1 | Life Years: 5.00 | Acquisition Cost: 5,000.00 | Salvage Amount: 1.00

Cancel Save

4) PAPARAN AKAN KEMBALI KE SKRIN UTAMA. TEKAN APPROVE

Inbox SPA Asset Registration Task Notification - REG000080 Requested by JUNADAH MD ISA on 18/Dec/2023 11:43 AM

Asset Registration

Asset Register | Workflow Details

Asset Register

Status: SUBMITTED

Branch: S01-14001-501-14001 | Reference Number: REG000080 | Type: Receipt | Date: 18/Dec/2023 | ReceiptNumber: AR000117-51-400123-P00002-KOMPU

Receipt Quantity: 1.00 | Non-Registered Asset: 1.00 | Number Assets Register: 1.00

Asset Information | Vendor Information

Asset Information

Branch	Asset Description	Department	Asset Category	Asset Class	Acquisition Cost	Placement Officer Name	Action
S01-14001	KOMPUTER PERIBADI BRAND ASUS	14001-FAKULTI PERUBATAN DAN SAINS KESIHATAN	H	35200110310801X	5,000.00	ABD RAZAK	<input checked="" type="checkbox"/>

Register Officer: | Approval Officer: | Total 1 records.

Cancel Reject Approve

5) TEKAN YES

Confirmation

Do you wish to proceed with Asset Registration process?

No Yes

Aiv) LOGIN KE SISTEM PENGURUSAN ASET SEBAGAI PEGAWAI ASET

- 1) SELEPAS STATUS ASET REGITER BERTUKAR KEPADA APPROVED, CETAK LAPORAN PENERIMAAN DAN PENDAFTARAN ASET. PILIH MENU REPORT

The screenshot shows the 'Asset Management Portal' interface. The user is logged in as NORAINI ABDULLAH. The main content area is titled 'My Tasks' and includes a 'NOTIFICATIONS' section with 0 assigned tasks today, 4 new tasks, 0 due in the next 7 days, and 0 completed in the past 7 days. Below this is a 'My Task Summary' donut chart showing 4 tasks. To the right, there is a 'My Pending Tasks' table with 4 entries. The 'Reports' menu item in the left sidebar is highlighted with a red box.

Subject	Requested By	Assigned On
Asset Movement - AL000023	JUNAIDAH MD ISA	17/Nov/2023 12:46 PM
Asset Movement - AL000022	JUNAIDAH MD ISA	14/Nov/2023 07:21 AM
SPA Asset Receipt Task Notification - AR000060	JUNAIDAH MD ISA	10/Nov/2023 12:24 PM
SPA Asset Receipt Task Notification - AR000046	JUNAIDAH MD ISA	06/Nov/2023 10:34 AM

- 2) PILIH LAPORAN KEW.PA-1

The screenshot shows the 'Reports' section of the system. There are two report cards displayed. The first card, 'KEW.PA-1 - BORANG PENERIMAAN ASET ALIH', is highlighted with a red border. The second card is 'KEW.PA-2 - BORANG PENOLAKAN ASET ALIH'. Both cards have an 'Open' button at the bottom.

- 3) PAPARAN CARIAN. MASUKKAN NOMBOR PURCHASE RECEIPT PADA REFERENCE NUMBER DAN TEKAN BUTANG PRINT

Selection Criteria

Select Criteria for : BORANG PENERIMAAN ASET ALIH

Branch

Reference Number

Delivery Order

Receiving Officer

Technical Inspection Officer

Start Date

End Date

4) PAPARAN BORANG KEW.PA-1

BORANG PENERIMAAN ASET ALIH

Nama dan Alamat Pembekal/Agan Penghantaran/ Pemberi	Jenis Penerimaan	Pesanan Kerajaan (PK)/Kontrak/Surat Kelulusan		Nota Hantaran (DO)		Maklumat Pengangkutan
		Nombor/ Rujukan	Tarikh	Nombor	Tarikh	
SYARIKAT WAWASAN D.S. TIGANO.6, 3RD FLOOR, GAYA CENTRE, LOT 7412, SECTION 84, NO. 8, 3RD FLOOR, GAYA CENTRE, 93300 KUCHING	DIPERIKSA	S1400123-P00002-KOMPUTER RIBA	18/12/2023	DO TEST 1	18/12/2023	VAN

No. Kod	Keterangan Aset Alih	Kuantiti			Catatan
		Dipesan (PK)	Nota Hantaran (DO)	Diterima	
	HA35200 135200 10310801XNon Stock Items	1.00	1.00	1.00	

<p>.....</p> <p>(Tandatangan Pegawai Penerima)</p> <p>Nama:</p> <p>Jawatan:</p> <p>Jabatan:</p> <p>Tarikh:</p>	<p>.....</p> <p>(*Tandatangan Pegawai Teknikal)</p> <p>Nama:</p> <p>Jawatan:</p> <p>Tarikh:</p> <p>Jabatan:</p> <p><i>*Jika Perlu:</i></p>
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5) PILIH LAPORAN PENDAFTARAN ASET KEW.PA-3 DAN KEW.PA-4

UNTUK KEGUNAAN